

Session 4: Module 16 - Health Information - Infant/Child	
FINAL	
Description	Script
1. Introduction	<b>Welcome</b> to M-SPIRIT <b>Session 4, Module 16</b> , of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Start	Health Information
3. Child	Infants and Children
4. <c>	In this module, we are going to take a look at the Child Health Information screens. Let's open Sweetie Pie's folder. Click to highlight her name.
5. <c1>	And open her folder.
6. <c2>	Click on the Health Information tab.
7. <c3>	One of the primary differences between the Woman and Child Health Information screens is that almost all of the fields are enabled for infants and children in the Participant Folder. OK. So, let's start a certification for Sweetie Pie.
8. <c4>	<no script>
9. <c5>	Like before, we are going to complete the Demographics and focus on Health Information...
10. <c6>	Open Health Information.
11. <c7>	The Child Health Information screen has 4 sections: Birth Information, Mother's Information... ...Feeding Information and Medical Conditions. If a two-way link was created from mom's record, most of the field values which have already been collected would auto-populate including...
12. <c8>	...the Birth Weight and Height, the Mother's Information, and the Feeding Information. Notice also that a two-way link would already have been established.
13. <c9>	However, since we didn't establish a link from Apple's record (because we deleted it), we are starting with a fresh screen. The fields in the Birth Information section are required for all infants and children, regardless of age. ...and as we mentioned before, M-SPIRIT rarely accepts unknown values, such as 99.

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	<p>However, since birth information is not always known by the caretaker ...</p> <p>...the Unknown Birth Criteria checkbox is available.</p> <p>Go ahead and click the checkbox.</p>
14. <c10>	<p>When the checkbox is selected, all of the fields in the Birth Information section are disabled.</p> <p>You should select this checkbox when the parent or guardian does not know the child's birth information.</p> <p>Click the checkbox to remove the checkmark.</p>
15. <c11>	The Birth Weight fields, both of which must be completed, have the same parameters as we saw before: 0-40 for Lbs and 0-15 for Ozs.
16. Child1	The system assigns Risk Factor 141 - Low Birth Weight if the infant or child is less than 24 months old and their birth weight is less than or equal to 5 pounds 8 ounces.
17. <c12>	The Birth Height fields, again both of which must be completed, also have the same parameters as we saw before: 1-99 for In and 0-7 for 8ths.
18. Important	As we mentioned before, it is important to notice that birth weight displays first and height second in this screen since they appear in the inverse order in the Infant(s) Born from This Pregnancy screen.
19. <c13>	Click into the Birth Weight Lbs field.
20. <c14>	Enter 8 into the Lbs field and press the Tab key.
21. <c15>	Enter 7 into the Ozs field and press the Tab key.
22. <c16>	Enter 19 into the In field and press the Tab key on your keyboard.
23. <c17>	Enter 2 into the 8ths field and press the Tab key.
24. <c18>	Click the Premature Birth checkbox.
25. <c19>	<p>Infants born less than 37 weeks gestation are considered premature by physicians.</p> <p>You should select this checkbox if the infant was born before 37 weeks gestation.</p> <p>There is no additional functionality to this checkbox. The system does not assign any risk factors based on its selection.</p> <p>Click the checkbox to remove the checkmark.</p>
26. <c20>	Click into the Gestation Weeks field.

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27. <c21>	You must enter the number of weeks gestation at which the infant or child was born into the field.
	It will accept any value from 1 to 45.
28. Child2	For infants and children under 2 years of age, the system will auto-assign risk factor 142 - Prematurity if they were born at 37 weeks gestation or less.
	As stated earlier, an infant born at 37 weeks gestation is not considered premature by physicians.
	If you certify an infant born at 37 weeks gestation, you must document in the participant notes that the computer assigned the Prematurity risk (code 142) in error.
29. <c22>	Sweetie was due on 7/15/11. Enter 38 into the field and press the Tab key on your keyboard.
30. <c23>	Sweetie Pie was born at the Hospital.
	Let's use a hot key. Type the letter H to select Hospital.
31. <c24>	A link can be created from the infant's record to the mom's record in the Mother's Information section.
	It is always preferable to create the link from mom's folder first since a two-way link is created.
	However, to create a link from the infant's record, you will need to enter mom's date of birth into the Birth Date field.
	Go ahead and click into the field.
32. <c25>	Remember, an easy way to see mom's DOB is by using the buttons on the taskbar to toggle the Participant List screen open.
	Since we can't see our taskbar, we are going to pan or view down...
33. <c25A>	<no script>
34. <c25B>	<no script>
35. <c25C>	<no script>

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36. <c25D>	<no script>
37. <c26>	Click on the Clinic button on the taskbar to view the Participant List.
38. <c27>	Mom's birth date is 11/02/75.
	Click on the Clinic button again to minimize the Participant List.
39. <c29>	Since mom's birth date is easier to type than to select from the calendar, go ahead and type 11/02/75 into the Birth Date field. Then click on the On WIC checkbox.
40. <c30>	The On WIC checkbox indicates that mom has a record in the Montana WIC database, which can be linked to the infant's record.
	Selecting the checkbox enables the Link icon.
	Click the Link icon.
41. <c31>	The Linked Participant window is once again a statewide alphabetical listing.
	This time the list displays all women with a birth date within a range of 5 days both before and after the birth date you entered.
	Select Sweetie's mom, Apple Pie, from the list.
42. <c32>	Click OK.
43. <c33>	This message opens and tells you two things:
	...first, a "soft link" or one-way link has been created between the two records...
	...and second, you must still enter the infant's health information into mom's record via the Infant(s) Born from This Pregnancy screen to establish a two-way link.
	Click OK.
44. <c34>	The two-way link is necessary for the default food packages and risk factors to be suggested correctly.
	Just keep in mind: there are less "clicks" that you have to make if you initially create the link from mom's record.
	We will complete the link once we've finished reviewing this screen....
45. <c35>	The Feeding Information section functions exactly the same as in the Infant(s) Born from This Pregnancy section of the Woman's Health Information.
	However, notice there is no default in the Ever Breastfed section.

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	The Feeding Information section must be completed for all infants and children.
	If the parent or guardian does not know if baby was ever breastfed, choose Unknown in the Ever Breastfed section.
	Let's click the Unknown radio button
<b>46. &lt;c36&gt;</b>	Did you remember that when Unknown is selected, the Date Supplemental Feeding Began is enabled?
	Or, how about that it is a required field?
	You should enter the child's first birthday into this field if formula was never given or mom cannot remember when formula was started.
	OK. Back to Sweetie Pie. She is breastfeeding, so select Yes in the Ever Breastfed section.
<b>47. &lt;c37&gt;</b>	Now that it is enabled, click the Breastfeeding Now checkbox.
<b>48. &lt;c38&gt;</b>	We also need to select her Amount of Breastfeeding so click on the drop-down arrow...
<b>49. &lt;c39&gt;</b>	...and select Substantially BF.
<b>50. &lt;c40&gt;</b>	<no script>
<b>51. &lt;c41&gt;</b>	The Requires Food Package III checkbox functions exactly the same as we've already seen...select it whenever you provide medical formula.
	Again, the Date Breastfeeding Verified field is always required when enabled and you can only enter the current date.
	Click the drop-down arrow to open the calendar.
<b>52. &lt;c42&gt;</b>	Select the Today button.
<b>53. &lt;c42A&gt;</b>	Since Sweetie Pie is currently breastfeeding, the Date Breastfeeding Began is required.
	Click on the down arrow.
<b>54. &lt;c42B&gt;</b>	Breastfeeding infants usually start breastfeeding the day they are born and the system defaults the date of birth into the Date Breastfeeding Began field when you click on the down arrow.
	Click on the down arrow to accept the infant's birth date.

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55. <c43>	Since Sweetie is Substantially Breastfeeding, the Date Supplemental Feeding Began should be entered. Go ahead and click the drop-down arrow.
56. <c44>	Remember, mom started supplementing on the same day Sweetie was born, which was 7/1/11. Select this date or click the drop-down arrow again.
57. <c45>	Remember, Date Solids Were Introduced is never required.
	The last section is Medical Conditions.
	Click the Diabetes Mellitus checkbox.
58. <c46>	You should select the Diabetes Mellitus checkbox if the child has been diagnosed by a physician...
	...and the system will auto-assign Risk Factor 343.
	Just like in the woman's Health Information, once the Diabetes Mellitus checkbox is selected...
59. <c47>	...it will be default selected and disabled for all future certifications.
60. <c48>	Click the checkbox to remove the checkmark.
61. <c49>	Click the Hypertension or Prehypertension checkbox.
62. <c50>	Again, the checkbox should be selected if the child has been diagnosed by a physician...
	...and the system will auto-assign Risk Factor 345.
	Click the checkbox to remove the checkmark.
63. <c51>	Click OK to complete the Health Information screen.
64. <c52>	Since we created the link from the infant's folder, we still have to complete the link in mom's record.
	This time, let's use the Select Another Member function to open mom's CGS.
	Click on the Guided Script menu.
65. <c53>	Select Work with Another Household Member.
66. <c54>	<no script>
67. <c55>	When you open another household member's CGS using this function, the original member's CGS is automatically closed by the system.
	Since household members share data, we encourage you to have only one household member's folder open at a time.

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	All members eligible for certification or recertification are listed in the grid.
	Click the OK button since mom is already highlighted.
68. <c56>	Open Health Information.
69. <c57>	In mom's Health Information, click the Infant(s) Born from This Pregnancy button.
70. <c58>	Click the Add button.
71. <c59>	Click the Infant Status at Birth drop-down, which is always required.
72. <c60>	Select Live at Postpartum Visit.
73. <c61>	<no script>
74. <c62>	Click the Infant on WIC checkbox.
75. <c63>	Click the Link icon.
76. <c64>	Select Sweetie Pie from the statewide list of infants.
77. <c65>	Click OK.
78. <c66>	The Birth and Breastfeeding Information auto-populate from the infant's linked record.
	A two-way link has been established and this screen is now complete.
	Click OK to save and exit.
79. <c67>	Click the Close button.
80. <c68>	Click OK.
81. <c69>	When a two-way link has been established...
82. <c70>	...the State WIC Information section in the Child Health Information screen is labeled "Two-Way Link".
83. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.